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Approved For Release 2004/02/12 : CIA-RDP78B05703A000500010014-5

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6 August 1970

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MEMORANDUM FOR:

SUBJECT : Proposed Work Assignments

1. I did not reach you before you went on leave, as I said that I would, to discuss with you the types of work assignments I have in mind when you return to the Center.

2. As I discussed with you on the phone, there are no existing vacancies at your grade level within the Center and I do not plan to interrupt the existing managerial structure. Until an opening does occur, either here or at Headquarters, I would like to use you as a senior staff assistant reporting directly to me, working on comprehensive and long-range staffing problems.

3. One problem that I wish you to attack is what to do with the MIS. I have been briefed several times on the MIS and it seems to me that the system as presently configured is costly, cumbersome, and in need of revision. I am bothered by a concept whereby every Center employee must fill out time accounting sheets on a daily or weekly basis. I know there is a recognized need for management data at various levels within the Center and I am looking for proposals that will simplify the existing system, be timely in its response, and be more reflective of data needed to make managerial decisions.

4. A second problem that may be somewhat more difficult because of the lack of definitive data is the problem of planning for a new building or a new location for the Center. As you no doubt are aware, the Agency is developing a near real time system. Although a final commitment has not been made for the development of such a system, planning and development are well underway in the DDS&T. NPIC's role in this new system is in the process of being defined. No decisions have been made where the processing site will be located, but it is a good bet that it will be in or near the Washington area and probably near or close to Langley. I would like you to develop a format for NPIC's future housing needs -- a detailed format which will serve for dealing with architects, Logistics, etc.

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GROUP 1
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5. I have no particular deadlines in mind for these two jobs, so I encourage you to take as much time as you need to do a full and complete staff job on these two very important problems. I do not have a full-time secretary to make available to you. If you will see [] he will arrange to provide typing support.

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6. Both Art and I will be away for most of August. I will be back on the 31st and will see you then. [] will be acting for me in my absence.

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7. I hope you will find the jobs that I have cited above challenging and of interest to you. I can assure you that it will be a great assist to me if you can come up with workable solutions in both of these important areas.

[]
Executive Director, NPIC

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Distribution:

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2-3 - NPIC/ODIR

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